

REQUEST FOR BIDS/PROPOSALS
ALMONT COMMUNITY PARKS AND RECREATION BOARD
COMMUNITY PARK PAVILLION IMPROVEMENTS

Overview

The Almont Community Parks and Recreation Board has been awarded a Recreation Passport Grant from the State of Michigan Department of Natural Resources. The grant is to fund the completion of several improvements and updates at the Almont Community Park Pavilion.

The pavilion contains a kitchen, two bathrooms, and a storage room as well as a covered picnic area.

The intent in making improvements to these facilities is to enhance universal accessibility of the facilities and to improve the overall facilities to a condition that best reflects the community and its aspiration to maintain superior parks and recreation facilities.

Improvements Desired

The Board desires to make the following improvements and updates to the pavilion:

- Replace pavilion roof with a metal roof and gutters
- Repair and replace façade boards
- Install vinyl siding on the pavilion
- Installing or constructing ADA compliant ramps to achieve universal pavilion accessibility
- Update lighting
- Other improvements as noted in the project plans & specs

Proposal/Bid Contents

Contractors submitting a response should include the following information:

- The experience of the contractor
- Information about similar projects completed
- Contact information
- References for other/similar projects completed
- Availability and ability to complete all work
- The cost of materials and services proposed

Evaluation of Proposals/Bids

All responses will be evaluated by considering the following items:

The qualifications and experience of the contractor on other/similar projects
Availability and ability to complete the desired improvements and/or upgrades
The total costs submitted for proposed services.

Submission Deadline

All proposals/bids must be submitted to and received by the Village of Almont offices no later than **4:00p.m. on January 20th, 2016.**

Responses may be mailed to the Village of Almont at 817 N. Main; Almont, MI 48003

Alternatively, responses may be faxed to 810-798-3397 or emailed to smoyer-cale@almontvillage.org by the submission deadline. Emails should contain "Park Improvement Bid" in the subject line. It is the responsibility of the bidder to confirm that the responses have been appropriately received.

Opening of Responses

All responses received will be opened on January 21st, 2016 at 10:00am at the Almont Village/Township offices located at 817/819 N. Main; Almont, MI 48003

Terms and Conditions

1. The Almont Community Parks and Recreation Board may elect to complete or perform any portion of the work or none of the work contained within submitted responses. Bidders should be aware that the scope of work may be reduced or increased in response to available grant funding.
2. All contractors must be appropriately licensed by the State of Michigan (as required) and submit proof of liability insurance and worker's compensation coverage acceptable to the Village of Almont and Almont Township.
3. State funding is being used to assist in construction and therefore any relevant State or federal requirements will apply. Prevailing wage rules must be followed.
4. Contractors may be required to place the Village of Almont and /or Almont Township as additionally insured entities on their liability insurance coverage.
5. Before submitting a response, each bidder shall examine this document thoroughly; visit the site to become familiar with local conditions that may in any manner affect cost, progress, or performance of the work; and study the plans and specifications thoroughly.
6. Any bidder may withdraw its bid, either personally or by written request at any time prior to the scheduled closing time for receipt of bids.
7. In accordance with Act No. 453, Public Acts of 1976, the Village of Almont does not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.
8. The Village of Almont and/or Almont Township retains the right to reject any and/or all bids submitted to it (or portions thereof) and to accept any alternative cost proposals submitted for its consideration. In addition, the Village of Almont and/or Almont Township reserves the right to reduce the amount of work for which a quote is herein.
9. The Village of Almont and/or Almont Township will not award a contract or subcontract to any employer whose name appears in the register compiled by the Michigan Department of licensing and Regulatory Affairs (LARA) pursuant to 1980 PA 278 (State Contracts with Certain Employers Prohibited).

10. The selected contractor shall be required to sign and complete the work agreement contained in this solicitation hereafter.